

VADODARA SMART CITY DEVELOPMENT LIMITED



**TENDER FOR “VADODARA SMART CITY DEVELOPMENT LIMITED (VSCDL)
PROPOSED TO APPOINT A QUALIFIED PRACTICING COMPANY SECRETARY
(PCS) TO ENSURE COMPLIANCE WITH THE PROVISIONS OF THE COMPANIES
ACT, 2013 AND OTHER APPLICABLE CORPORATE LAWS. ”**

Tender Ref. No.: VSCDL/ 112 /2026-27

VADODARA SMART CITY DEVELOPMENT LIMITED (VSCDL)
202, STREETLIGHT DEPARTMENT,
GROUND FLOOR, KHANDERAO MARKET BUILDING, PALACE ROAD, VADODARA - 390001
Web site: www.vadodarasmartcity.in

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Preliminary Definitions

- 1 **"Act"** means as per The Company Act, 2013.
- 2 **"Tender Document"** shall mean this Tender Document and shall include Introduction, Invitation for Bids, Instructions to Bidders, Scope of Work, Technical Requirements Specifications, Functional Requirements Specifications and the terms and conditions and Schedules, Annexure or addendum hereto, as may be amended from time to time.
- 3 **"Bidder"** means Bidder /Consortium partner, in relation responding to this tender.
- 4 **"PROPOSAL"** shall mean Request for Tenders.
- 5 **"Data"** shall mean the information in relation to the VSCDL made available to the Bidder for the project.
- 6 **"Contract"** shall mean the agreement to be entered into between VSCDL and the successful Bidder.
- 7 **"Bid Document"** shall mean the document submitted by the Bidder, pursuant to understanding and agreeing with the terms and conditions set out in this Tender Document.
- 8 **"Authorized Representative"** shall mean any person/agency authorized by either of the parties.
- 9 **"Rates/Prices"** means prices of supply of equipment and services quoted by the bidder in the Commercial Bid submitted by him and/or mentioned in the contract.
- 10 **"Services"** means the work to be performed by the Practicing Company Secretary (PCS) pursuant to this contract, as detailed in the scope of work.
- 11 **"Site"** shall mean the location(s) for which the contract has been issued and where the service shall be provided as per agreement.
- 12 **"VMC"** means VADODARA MUNICIPAL CORPORATION including all the related departments/branches availing the service from the Bidder.
- 13 **"VSCDL"** means VADODARA SMART CITY DEVELOPMENT LIMITED including all the related departments/branches availing the service from the Bidder.

Bid Invitation Notice

Important Information for Bidder

1	Name of Work	Tender for Appointment Of The Practicing Company Secretary (Pcs) To Ensure Compliance With The Provisions Of The Companies Act, 2013 .
2	Bid Type	Two Bid (Technical and Financial)
3	Tender Fee (Non-Refundable)	Tender Fee of INR 600/- (+GST) by Demand Draft only
4	Tender Release Date	29/5/2026
5	Submission Deadline	09/06/2026
6	Technical Bid Opening Date	09/06/2026
7	Financial Bid Opening Date	To be inform after selection of Technical Bid

The right to accept/reject any or all bid(s) received is reserved without assigning any reason thereof.

Pre-Qualification Criteria

#	Pre-Qualification Criteria	Proof Document Required
1.	The bidder should have a positive net worth and should be a profit-making Firm as of 31st March 2025.	<i>Certificate from statutory auditor/CA specifying net worth and profit of the firm</i>
2.	The bidder must have an average annual turnover of at least INR 20 Lakhs from the practice during each of the last three (3) audited financial years (i.e., FY 2022-23, 2023-24, 2024-25).	<i>Audited Balance Sheets and Profit & Loss Statements for FY 2022-23, 2023-24, 2024-25, along with CA Certificate specifying turnover from relevant services.</i>
3.	The bidder must have filed valid Income Tax Returns (ITR) for the last three financial years (i.e., 2022-23, 2023-24, 2024-25). The bidder (not individual) should have a valid PAN card.	<i>Copy of Income Tax Returns (ITR) and ITR acknowledgment form for the last three financial years and copy of PAN card.</i>
4.	As on the date of submission, the bidder must not be blacklisted by any Central/State Government or its agencies in India.	<i>Self-declaration/Undertaking by the authorized signatory on company letterhead.</i>
5.	Submission of Tender Fee	<i>Proof of payment of Tender Fee</i>

Note:

- All **required supporting documents must be submitted with the Technical Bid**. No additional documents will be accepted post submission. Evaluation will be done strictly on the basis of submitted documents.
- **VSCDL reserves the right** to seek clarification or request additional documents for verifying any information provided in the Technical Bid.

1. Instructions to the Bidder

The VSCDL, invites reputed firms to submit their proposals for Ensure Compliance With The Provisions Of The Companies Act, 2013, in accordance with conditions and manner prescribed in this TENDER document.

1. Bidders are advised to study all instructions, forms, terms, requirements and other information in the Bid Documents carefully.
2. Submission of bid shall be deemed to have been done after careful study and examination of the Bid Document with full understanding of its implications.
3. The response to this Bid document should be full and complete in all respects. Failure to furnish all information required by the Bid documents or submission of a proposal not substantially responsive to the Bid documents in every respect will be at the bidder's risk and may result in rejection of its proposal.
4. Additionally, proposals of only those bidders who satisfy the Conditions of Eligibility, stated herein, will be considered for evaluation by VSCDL.

Notes

1. References to "Vendor", "bidder", "Bidder", "SI", "System Integrator" etc. in this Tender document shall be construed to refer to the Bidder itself.
2. References to "VSCDL", "purchaser", "buyer", "customer", etc. in this Tender document shall be construed to refer to VSCDL as the case may be.

1.1 Availing Bid Documents

The Tender document can be downloaded from the Website www.vadodarasmarcity.in up to the date and time mentioned in the relevant section.

1.2 Completeness of the TENDER Document

Bidders are advised to study all instructions, forms, terms, requirements and other information in the Tender documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the Tender document with full understanding of its implications. The response to this tender should be full and complete in all respects. Failure to furnish all information required by the Tender documents or submission of a proposal not substantially responsive to the Tender documents in every respect will be at the bidder's risk and may result in rejection of its Proposal.

The purpose of this tender is to provide interested parties with information that may be useful to them in making their financial offers pursuant to this tender (the "Bid"). This tender includes statements, which reflect various assumptions and assessments arrived at by the VSCDL in relation to The Company.

VSCDL also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any bidder upon the statements contained in this tender.

VSCDL may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this tender.

The issue of this tender does not imply that VSCDL is bound to select a bidder or to appoint the successful bidder, as the case may be, for providing digitization services; and VSCDL reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

1.3 Completeness of the tender Response

Bidders are advised to study all instructions, forms, terms, requirements and other information in the tender documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications. The response to this tender should be full and complete in all respects. Failure to furnish all information required by the tender document or

submission of a proposal not substantially responsive to the tender documents in every respect will be at the bidder's risk and may result in rejection of their proposal.

1.4 Cost of tender

Bidder should submit the Cost of tender document (INR 600/- including GST) in the form of Demand Draft or Banker's Cheque of any scheduled/nationalized bank payable at Vadodara in favour of **Vadodara Smart City Development Limited**, Vadodara.

1.5 Tender Validity Period

The tender validity period shall be 120 days from the date of opening of Financial Bid.

In exceptional circumstances, the VSCDL may solicit the Bidder's consent for an extension of the period of tender validity. Any such request by the VSCDL and the response thereto shall be made in writing and such extension of Bid validity period by the Bidder should be unconditional. A Bidder may refuse VSCDL request for such extension.

1.6 Tender Preparation Cost

The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/presentations, preparation of proposal, in providing any additional information required by VSCDL to facilitate the evaluation process, and in negotiating a definitive Contract or all such activities related to the bid process. VMC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

1.7 Conflict of Interest

- A "Conflict of Interest" is any situation that might cause an impartial observer to reasonably question whether System Integrator actions are influenced by considerations of your firm's interest at the cost of Government. The System Integrator agrees that it shall hold the VSCDL's interest paramount, without any consideration for future work, and strictly avoid any Conflict of Interest with other assignments of a similar nature. In the event the System Integrator foresees a Conflict of Interest, the System Integrator shall notify VSCDL forthwith and seek its approval prior to entering into any arrangement with a third party which is likely to create a Conflict of Interest.
- Bidders shall not have a conflict of interest that may affect the Selection Process or the scope (the "Conflict of Interest"). Any bidder found to have a Conflict of Interest shall be

disqualified.

- VSCDL requires that the bidder provides professional, objective, and impartial advice and at all times hold the VSCDL's interests' paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work.
- The System Integrator shall disclose to VSCDL in writing, all actual and potential Conflicts of Interest that exist, arise or may arise (either for the System Integrator or its team) during the term of the Agreement as soon as it becomes aware of such a conflict.

1.8 Amendment of tender Document

- At any time prior to the deadline for submission of bids, VMC may, for any reason, whether its own initiative or in response to the clarification request by a prospective bidder, modify the bidding documents.
- The Corrigendum/amendment to the tender, if required any, will be published on www.vmc.gov.in without any notice being published in the newspaper. Thus, Bidder must check above websites periodically during tender process.
- In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the VSCDL may, at its discretion, extend the last date for the receipt of bids.

1.9 VSCDL's rights to terminate the tender Process

VSCDL may terminate the tender process at any time and without assigning any reason. VSCDL makes no commitments, express or implied, that this process will result in a business transaction with anyone. This tender does not constitute an offer by VSCDL. The bidder's participation in this process may result in VMC selecting the bidder to engage in further discussions and inputs in drafting the actual RFP. The commencement of such negotiations does not, however, signify a commitment by the VSCDL to execute a contract or to continue negotiations. VSCDL may terminate such exercise / negotiations at any time without assigning any reason. VSCDL may even draft the RFP on its own without taking any cognizance or result or outcome of this tender process.

1.10 Right to Accept or Reject Any Bid or All Bids

1. Notwithstanding anything contained in this tender, VSCDL reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefore.

2. Besides other conditions and terms highlighted in the Tender document, bids may be rejected under following circumstances:

General rejection criteria:

- i. Conditional bids
- ii. If the information provided by the bidder is found to be incorrect/misleading/fraudulent at any stage/time during the Tender process
- iii. Any effort on the part of a bidder to influence the bid evaluation, bid comparison or contract award decisions
- iv. Bids received after the prescribed time and date for receipt of bids
- v. Bids without signature of person (s) duly authorized on required pages of the bid
- vi. Bids without power of attorney/board resolution or its certified true copy

Pre-qualification rejection criteria:

- i. Bidders not complying with the Eligibility Criteria given in this Tender
- ii. Failure to furnish all information required by the Tender document or submission of a bid not substantially responsive to the Tender document in every respect

Technical rejection criteria:

- i. Failure to furnish all information required by the Tender document or submission of a bid not substantially responsive to the Tender document in every respect
- ii. Bidders not quoting for the complete scope of work as indicated in the Tender documents, addendum/corrigendum (if any) and any subsequent information given to the bidder
- iii. Bidders not complying with the Technical and General Terms and conditions as stated in the Tender documents
- iv. Bidders not confirming unconditional acceptance of full responsibility of

providing services in accordance with the Scope of Work and Service Level Agreements of this Tender

Misrepresentation/improper response by the bidder may lead to the disqualification. If the bidder is the Lead Member of a consortium, then the entire consortium may be disqualified/rejected. If such disqualification/rejection occurs after the proposals have been opened and the highest ranking bidder gets disqualified/rejected, then VSCDL reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of VSCDL, including annulment of the selection process.

1.11 Tender Fee

1. The bidder should pay non-refundable Tender Fee of INR **600/-** (Rupees Six Hundred only) which is inclusive of GST, by Demand Draft in favour of “**Vadodara Smart City Development Limited, Vadodara**”, from nationalized or scheduled banks, payable at Vadodara. The Bid Fees shall be in the form of a Demand Draft.
2. In case bid is submitted without Bid Fees as mentioned above then VSCDL reserves the right to reject the bid without providing opportunity for any further correspondence to the bidder concerned.

1.12 Sealing, marking and submission of tender

Bidders are required to submit their bids in ONE sealed envelope as per instructions given below:

The large envelope/outer envelope containing above envelopes must be sealed and super-scribed and shall be sent as under:

Details to be mentioned exactly on sealed envelop	
<u>Tender Details</u> <ul style="list-style-type: none">• Notice No.: -----• Bid for “PRACTICING COMPANY SECRETARY FOR VSCDL”.• Deadline for bid submission: <<DD MMM YYYY>> at <<HH:MM>>	To, Company Secretary Vadodara Smart City Development Limited Khanderao Market Building, Palace Road, Vadodara – 390001

1.13 Language of Bids

- The bids uploaded by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and VSCDL, shall be written in English language,

provided that any printed literature furnished by the bidder in another language shall be accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

- If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the bidder.

1.14 Tender Submission Format

The entire proposal shall be strictly as per the format specified in this Expression of Interest. Bids with deviation from this format shall be liable for rejection.

1.15 Acceptance of Terms & Conditions

The bidder will, by taking participation in the bidding process and submitting the bid documents, be deemed to have thoroughly read, studied and understood the bid documents including scope of work, the terms and conditions, instructions, etc. referred there in and the same are acceptable to the bidder.

1.16 Right to Vary the Scope of the Work at the Time of Award

VSCDL reserves its right to make changes to the scope of the work at the time of execution of the resultant Agreement. If any such change causes an increase or decrease in the cost of, or the time required for the SI's performance of any part of the work under the Agreement, whether changed or not changed by the order, an equitable adjustment (if required) shall be made in the Contract Value or time schedule, or both, and the Agreement shall accordingly be amended. Any claims by the SI for adjustment under this Clause must be asserted within thirty (30) days from the date of the SI's receipt of the VMC changed order.

1.17 Evaluation Process

- The bidder must possess the technical know-how and the financial wherewithal that would be required to successfully provide the services sought by VSCDL, for the entire period of the contract. The bidder's bid must be complete in all respect, conform to all the requirements, terms and conditions and specifications as stipulated in the Tender document.
- The evaluation process of the tender proposed to be adopted by VSCDL is indicated under this clause. The purpose of this clause is only to provide the bidder an idea of the evaluation process

that VSCDL may adopt. However, VSCDL reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever, and without any requirement of intimating the bidder of any such change.

- On opening the Tender response bid, if it is found that the Bidder has not submitted required documents as Tender requirements, then the Bidder shall be given a single opportunity to submit required documents/clarifications within 7 days from the intimation by VSCDL (through email communication mentioning stipulated date), failing which the bid shall be termed as non- responsive.

1.18 Evaluation of Bids

All information submitted to fulfill the **Pre-Qualification Criteria** shall be evaluated by VSCDL. If necessary, bidders may be invited to deliver a presentation as part of the **Technical Evaluation** process. Feedback obtained from such presentations may be considered in designing the scope of the final project.

VSCDL may also seek written clarifications from bidders to resolve ambiguities or uncertainties found during the evaluation. The evaluation will be based on:

- Documents submitted in the proposal,
- Written clarifications (if any), and
- Presentations and demonstrations (if conducted).

Evaluation Procedure.

- The Tender will be opened as per the schedule mentioned at the “IMPORTANT DATE” heading. VSCDL may constitute Evaluation Committee to evaluate the documents as submitted by Applicants for a detailed scrutiny. Subject to terms mentioned in the EOI.
- PCS qualified in pre-qualification stage will be called to make the presentation to the Company.
- The selection of the PCS firm will be made considering follow terms,
 - a) PCS must have a minimum of 7 years experience of practice with Private Limited and Public Limited Companies.
 - b) Proven experience in serving to Public Limited Company in the last 5 years.
 - c) Turnover of ₹20 Lakhs or more from company secretarial consultancy services.

1.19 VSCDL s' Rights to Accept/Reject any or all Proposals

VSCDL reserves the unconditional right to accept or reject any proposal, in part or in full, or to annul the entire bidding process at any stage, without assigning any reason or incurring any liability whatsoever to the affected bidder(s). This right may be exercised at any time prior to the signing of the contract, and VMC shall not be obligated to inform the affected party/parties of the reasons for such action.

1.20 Failure to agree with the Terms & Conditions of the Tender

If any bidder fails to unconditionally accept the terms and conditions specified in this Tender Document, such failure shall be deemed as non-compliance, leading to immediate disqualification of the bidder. In such a case, the selection and evaluation of the bidder's proposal shall be annulled without further notice.

1.21 Applicable Law

The entire tendering process and any subsequent contract arising out of it shall be governed and interpreted in accordance with the laws of India. All disputes, differences, claims, and proceedings arising out of or in connection with this bidding process shall be subject to the exclusive jurisdiction of the competent courts located in Vadodara, Gujarat.

2 Scope of Work

The Scope of Work and other terms and condition to be consider as follow:

Secretarial Audit:	Conducting Annual Secretarial Audit under Section 204 of the Companies Act, 2013.
Annual Return Certification:	Certification of MGT-8.
Board & Shareholder Services:	Managing board meetings, AGMs/EGMs, and acting as a scrutinizer for e-voting. If required
Regulatory Filings:	Certifying and filing e-forms (AOC MGT-7, MGT-14, PAS-3, DIR-12, SH-7, etc.) with the Registrar of Companies (ROC).
XBRL Conversion:	Converting annual accounts into XML/XBRL format for MCA/Stock Exchange filing.

Other terms and condition to be consider:

1. PCS required to visit company once during 2-3 months and also present in company Board Meeting if required.

2. All E Forms required to be filled during the year will be filed by PCS from ID manage by PCS on (V3)MCA.
3. All amount of filling E form to government will be paid by PCS . The amount paid by PCS during the year will be paid at the end of the year in single payment with other fees charged by PCS.
4. If any delay or default in filling e form to ROC by PCS, the additional charges will bear by PCS.
5. Ensuring maintenance of statutory records and secretarial records by the Company time to time.
6. Maintaining the confidentiality of all information and records of company accessed during the engagement.
7. Representing the company before the National Company Law Tribunal (NCLT), Regional Director, and Registrar of Companies if required.
8. Any other suggestion or legal advice regarding compliances (As per The Company Act 2013) will be provided by PCS time to time to the company, to avoid non compliances and penalties.

The work contract between company and PCS for the year 2025-26 will be consider in up coming board meeting of company after considering all above terms and conditions.

3 GENERAL TERMS & CONDITIONS (GTC)

1. Scope and Period of Appointment

- **Initial Tenure:** The appointment will be for a period of one financial years, specifically covering FY [2025-26].
- **Extension:** The company reserves the right to extend the contract for an additional period of based on satisfactory performance and mutual agreement.
- **Performance Review:** Continuance of the assignment is subject to a periodic performance review by the Board of Directors.

2. Confidentiality and Non-Disclosure

- **Data Security:** The PCS/Firm shall treat all company data, board minutes, financial statements, and strategic discussions as strictly confidential.
- **No Unauthorized Use:** No information obtained during the assignment shall be shared with any third party or used for personal/commercial gain without prior written consent from the company.
- **Perpetual Obligation:** This confidentiality clause survives the expiration or premature termination of the contract.

3. Termination of Contract.

- **Termination for Convenience:** Either party may terminate the contract by giving 90 days' advance written notice without assigning any reason.

- **Termination for Cause:** The company reserves the right to terminate the contract immediately without notice if the PCS/Firm:
 - Fails to deliver reports within statutory timelines.
 - Commits a material breach of confidentiality or professional misconduct.
 - Is deregistered or faces disciplinary action by the ICSI or regulatory bodies.
- **Settlement upon Termination:** In the event of termination, payment will be made only for the proportionate work successfully completed up to the date of termination.

4. Indemnity and Limitation of Liability

- **Indemnification:** The PCS/Firm shall indemnify and hold the company harmless against any losses, penalties, damages, or legal costs arising from gross negligence, willful misconduct, or errors in professional judgment by the firm's personnel.
- **Liability Cap:** Except in cases of fraud or willful default, the total liability of the PCS under this agreement shall be capped at 100% of the total fees paid for the assignment.

5. Dispute Resolution and Jurisdiction

- **Amicable Settlement:** All disputes, differences, or questions arising out of this appointment shall first be resolved through mutual consultation and amicable negotiation.
- **Arbitration:** If unresolved, the dispute shall be referred to a sole arbitrator appointed in accordance with the Arbitration and Conciliation Act, 1996. The venue of arbitration shall be Vadodara.
- **Governing Law:** The agreement shall be governed by, and construed in accordance with, the laws of India. Local courts at Vadodara shall have exclusive jurisdiction.

4. ANNEXURES AND FORMATS

Annexure 1 – Company details (on Bidder Letterhead)

Name of the Bidder	
Address of the Bidder	
Phone No of the Bidder	
Email id of the Bidder	
Name of the Authorized contact person	
Mobile No of the Contact person	
Email id of the Contact person	

SIGN AND STAMP OF THE BIDDER

Annexure 2 - Technical Specifications

Description of Required Items

NO.	Service Name	Amount
1.	Professional fees for Conversion of Financial Statement in to XBRL formant and filing and certification of Form AOC-4 XBRL FY 2025-26	
2.	Professional Fees For Conducting Secretarial Audit For FY 2025-26 (MR-3)	
3.	Professional Fees For Certification Of Annual Return - MGT 8	
4.	Professional fees for certification of Event base for each form	
5.	Company Visit Fees-Per visit	
	TOTAL	

**SIGNATURE OF AUTHORIZED SIGNATORY
(WITH NAME, TITLE, ADDRESS, DATE)**

Annexure 3 - Experience

TO WHOMSOEVER IT MAY CONCERN

This is to certify that _____ (Name of PCS) is engaged in the practice with corporate law for _____ years.

The turnover from the practice in the last financial years is as under:

No. of Private Limited Company work with	
No. of Public Limited Company work with	

This is to certify that the above information has been examined by us based on relevant documents available with us.

**SIGNATURE OF AUTHORIZED SIGNATORY
(WITH NAME, TITLE, ADDRESS, DATE)**

Annexure 4 - Average Annual Turnover

TO WHOMSOEVER IT MAY CONCERN

This is to certify that _____ (Name of PCS) is engaged in the practice with corporate law. Turnover from the practice in any three out of last five financial years is as under:

Sr. No.	Financial Year	Amount in Rs.	Amount in Words
1.			
2.			
3.			
4.			
5.			
Average Turnover			

This is to certify that the above information has been examined by us based on relevant books of accounts and records available with us.

(SIGN AND STAMP OF THE CHARTERED ACCOUNTANT)

**Name of Chartered
Accountant: Date:
UDIN:**

Annexure 5 - Undertaking - On Non-Judicial Stamp of Rs. 300/-

Date:

To,
**THE COMPANY SECRETARY,
VSCDL
Vadodara**

Subject: Appointment of qualified Practicing Company Secretary (PCS) to ensure compliance of the Company.

Dear Sir,

We confirm that there are no legal proceedings on going with any of the clients and its employees related to the services of the bidding agency and or its affiliate or management. We also confirm that, we are not blacklisted by any of the State or Central (Govt/PSU/Department) as on the Bid Due Date.

Yours faithfully,

(SIGNATURE OF AUTHORIZED SIGNATORY WITH NAME, TITLE,
ADDRESS, DATE)

Annexure 6 - Declaration Regarding No objection on BID Evaluation Process (on letter head)

To,
The Company Secretary (CS),
VSCDL,
202.Streetlight Department,
Khanderao Market Building
Palace Road,
Vadodara-390 001,
Gujarat, India

Sub: Undertaking in regard to No Objection on Bid Evaluation Process/Methodology

I/We undersigned on behalf of M/s _____ **(Name of Bidder)** declare that I/We have read the bid evaluation methodology and Process as mentioned in the “Instructions to the Bidder” the clause no 1.12 of the tender documents of VSCDL for selection of Consultant to provide consultancy services for the said scope of work and We hereby declare that We have gone through the details thoroughly and clearly understand the methodology and criteria of selection of consultant. Hereby, we have no objection on bid evaluation process and will accept the result / outcome of this process unconditionally.

Authorized signatory:

Place.....